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2 July 1985

Director of Central Intelligence
Security Committee

Security Awareness and Education Subcommittee(SAES)

MEMORANDUM FOR MEMBERS

SUBJECT: SAES Meeting

1. We will hold subject meeting at 10:00 a.m. on Thursday,25
July 1985, the Ames Building, Rosslyn, VA. The receptionist
at the badge desk will provide you with the conference room
number.

2. Attached for information or action are the following:

    a. the agenda for the upcoming meeting.

    b. a copy of my memorandum to the Chairman, SECOM, for-
warding our SC-recommended revision to the DCID 1/14, Annex C,
"Minimum Standards."

    c. excerpts from the SECOM Directory for our SC. Please
update this to include:

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        (1) correct identification of your agency's SC prin-
             cipal

        (2) correct mailing address(es) for SCI and non-
             compartmented intelligence

        (3) complete commercial telephone number, and

        (4) SSN(s).

        Please be prepared to turn in this information at the
meeting. I further recommend that if your agency has indivi-
duals listed as principals or alternates, but who are no
longer, in practice, participating, that your agency initiate
correspondence to the Chairman, SECOM, to accurately reflect
those who are participating. I think it's important that we
give credit to those who deserve it.

3. I hope to be able to send you a copy of the 20 June SC Meeting Minutes in time for your review before the 25 July meeting. If not, we will disseminate and review them at the meeting.

4. Request you contact me at [   ] as soon as possible if you will be unable to attend the meeting or if you have recommendations for changes to the agenda.   STAT

5. Hope to see you on the 25th!

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Chairman, SAES

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Director of Central Intelligence
Security Committee

Security Awareness and Education Subcommittee(SAES)

Agenda

Thursday, 25 July 1985, 10 a.m. - 12 noon

Item #1 - Approval of Minutes, 20 June 1985, meeting.

Item #2 - Turn-in of any remaining 1984 Security Educators'
Seminar follow-on critique sheets. (SC members
effected, please be prepared.)

- Turn-in of SC excerpt updates from the SECOM
directory. (SC members effected, please be
prepared).

Item 3# - Continuing discussions/update on SC UDIS VT efforts.
(Chairman, update.)

Item #4 - Task group [   ] P. Stentz, and B.   STAT
McMenamin) report on efforts to formulate recommen-
dations "on what SECOM should propose as minimum
security education standards for the Community to
use in briefing cleared persons about to attend
unclassified conferences." (Results of 18 July TG
meeting.)

Item #5 - 1985 Security Educators' Seminar TG report.
(B. Lang). Continuing discussions, as necessary,
on planning for the seminar.

Item #6 - New business. Call for recommendations for new
projects for future SC consideration. (Please
think about this from the perspective of security
awareness initiatives to better your agency, speci-
fically, and the Community, in general.)

27 June 1985

MEMORANDUM FOR CHAIRMAN, SECOM

SUBJECT: Minimum Standards for Security Awareness Programs in
           the U.S. Intelligence Community

1.   This memorandum is in response to DCI, Chairman SECOM,
letter, SECOM 070, 2 April 1984.

2.   The SAES recommends that DCID 1/14, Annex C, Minimum
Standards for SCI Security Awareness Programs in the U.S.
Intelligence Community, be revised. A copy of the revised
standards is attached.

3.   We believe revision is necessary to ensure that security
awareness and education programs within the U.S Intelligence
Community are encompassing, effective, and focused on issues   STAT
key to our present-day national security. To meet this need,
we primarily recommend that the "minimum standards" be
expanded to cover both SCI and non-compartmented intelligence.
And, because security awareness and education programs, of
themselves, are an important, integral part of an overall,
effective security program, we further recommend that you con-
sider establishing the minimum standards as a separate DCI
publication, making them exclusive of DCID 1/14 and Annex C.

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5. Please note that we have formed a task group within our SC to consider CIA Associate Deputy Director for Science and Technology concerns relative to security education for security-cleared personnel planning to attend or participate in unclassified conferences or symposia on scientific or national security matters. (SECOM-D-127, 18 April 1985, applies.) Dependent upon our conclusions on this matter, we may at a later point recommend an additional change to the Minimum Standards.

6. We would appreciate your comments or further recommendations on this proposed revision.

Attachment

Chairman, SAES

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